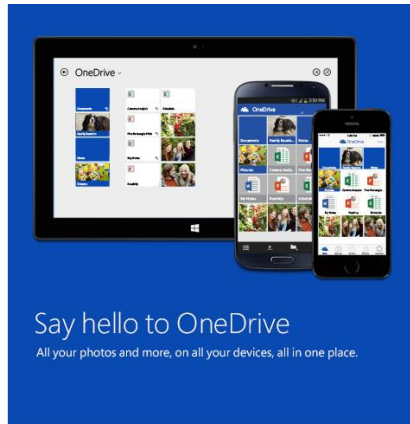




Microsoft OneDrive:

Store documents and pictures
Edit and create documents

Visit the webpage **onedrive.live.com**



Microsoft account What's this?

someone@example.com

Password

☐ Keep me signed in

Sign in

Can't access your account?

Sign in with a single-use code

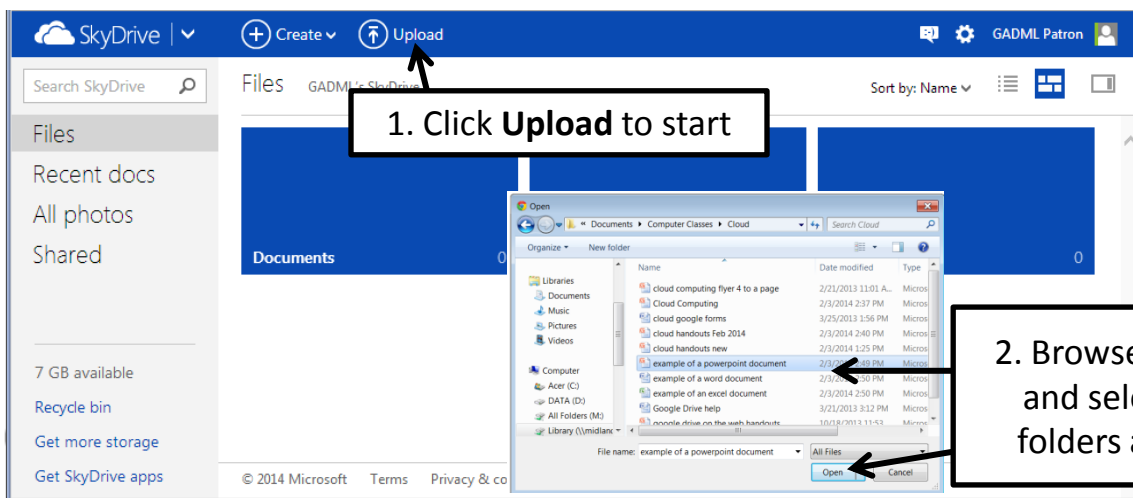
Don't have a Microsoft account? Sign up now

Log in with your
Microsoft account

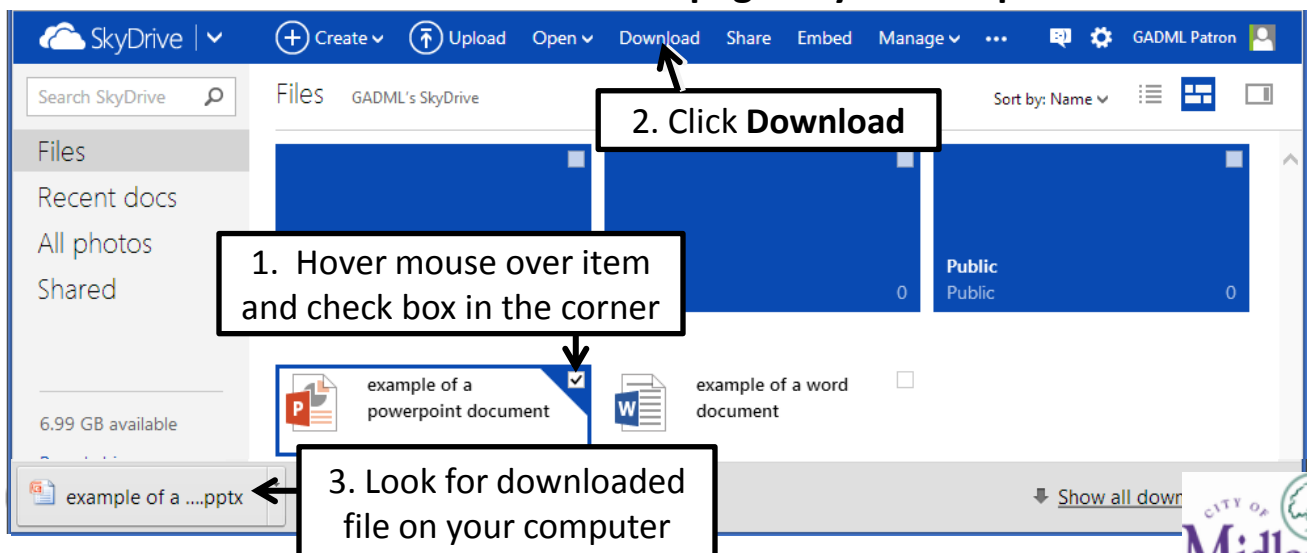
*You can create an
account if you don't
have one yet.*

Upload files from your computer to the webpage

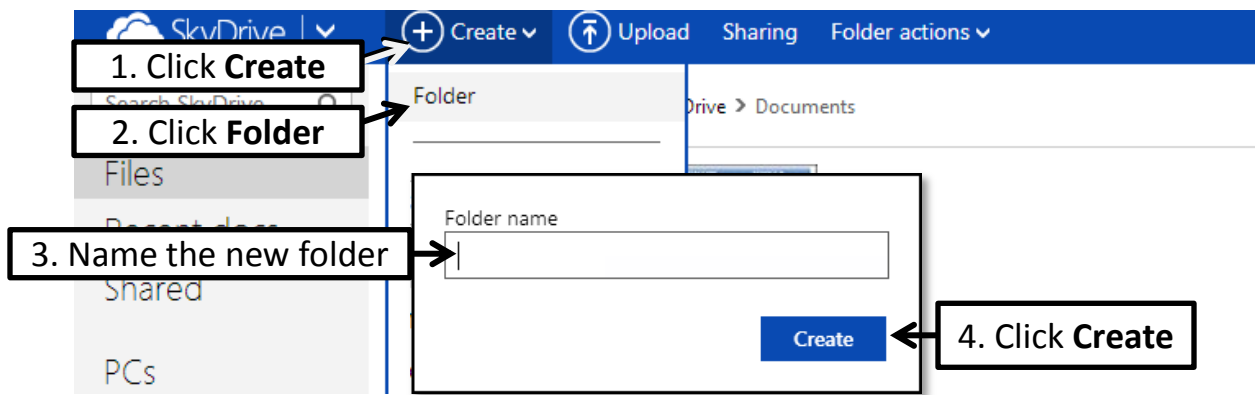
Note: Options on the page are task specific, menus at the top will change depending on what you are doing at the time.



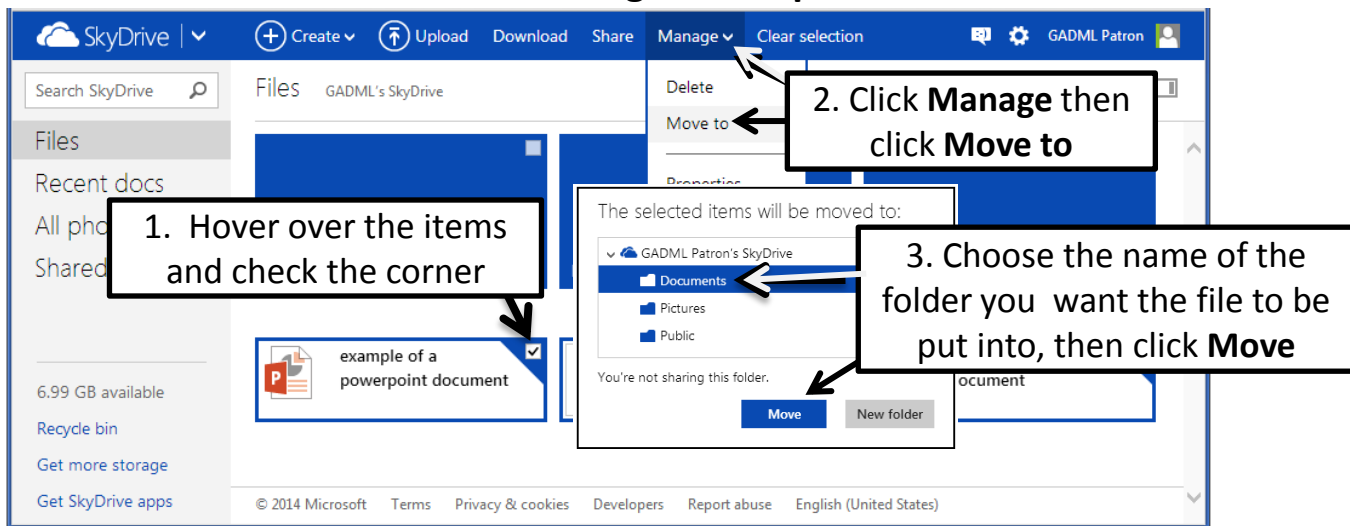
Download files from the webpage to your computer



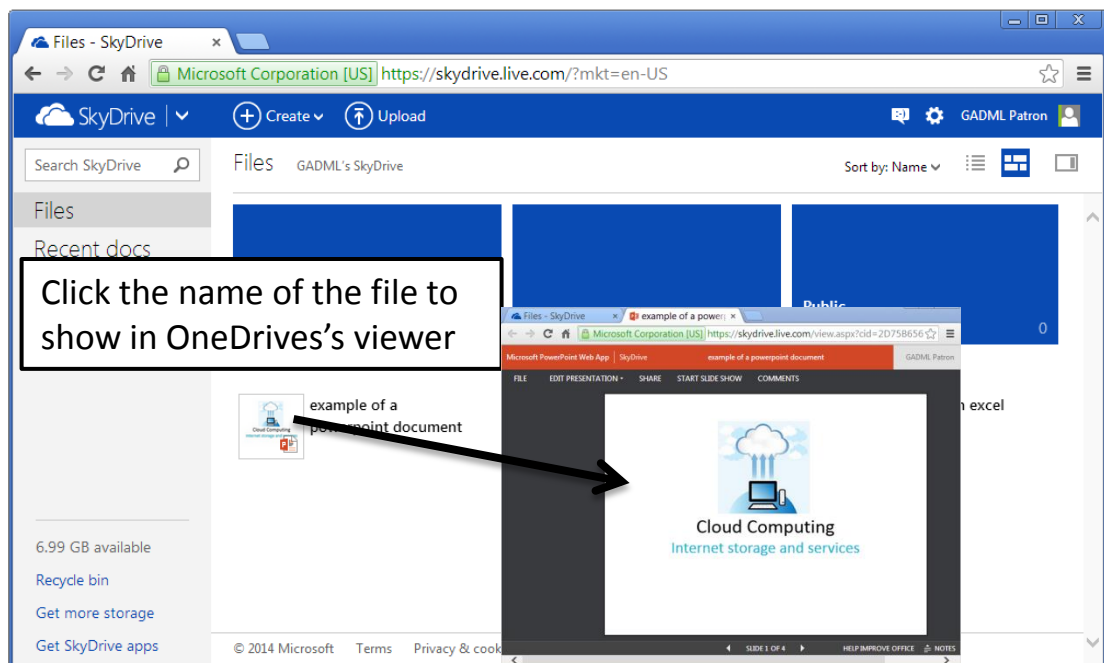
Organize by creating Folders



Move files to a folder – Drag and drop into the folder or:

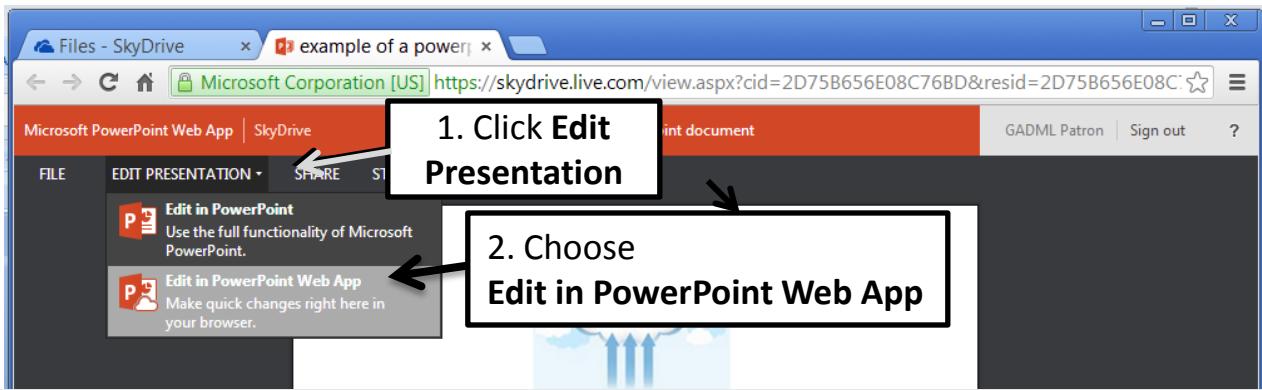


Open a document on the webpage

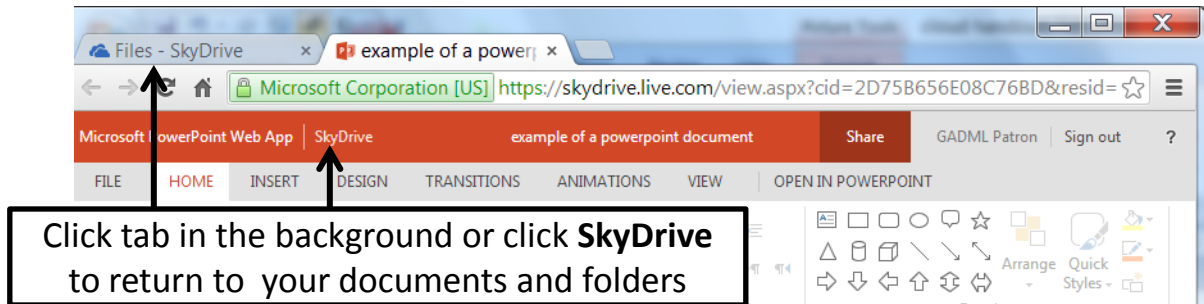


Edit the document on the webpage

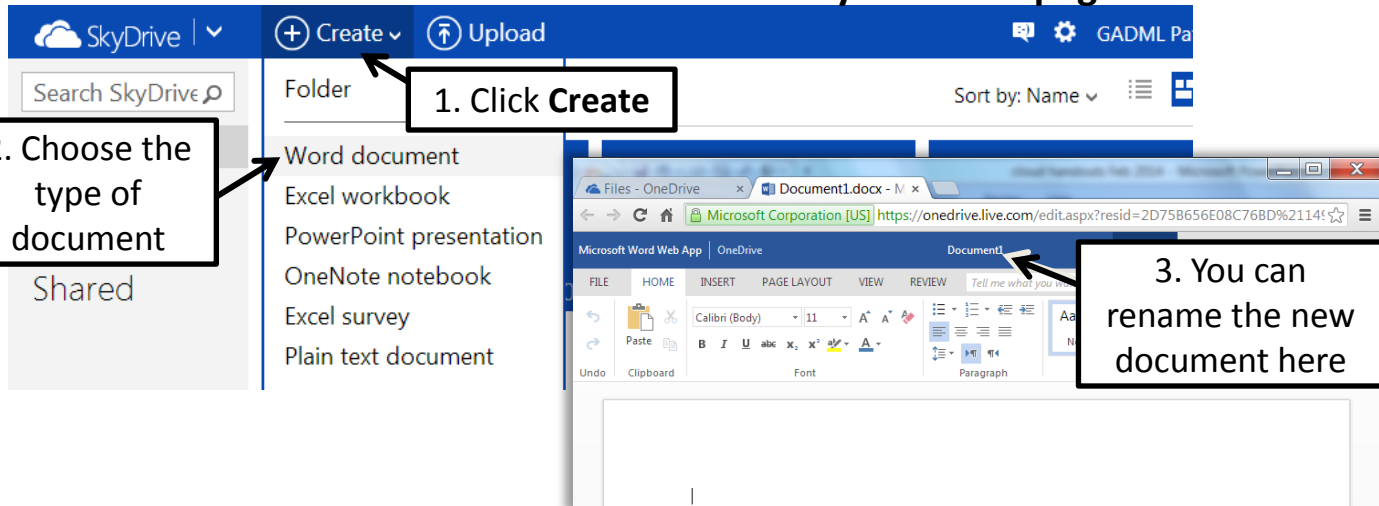
(SkyDrive website has a simplified versions of Word, Excel, and PowerPoint)



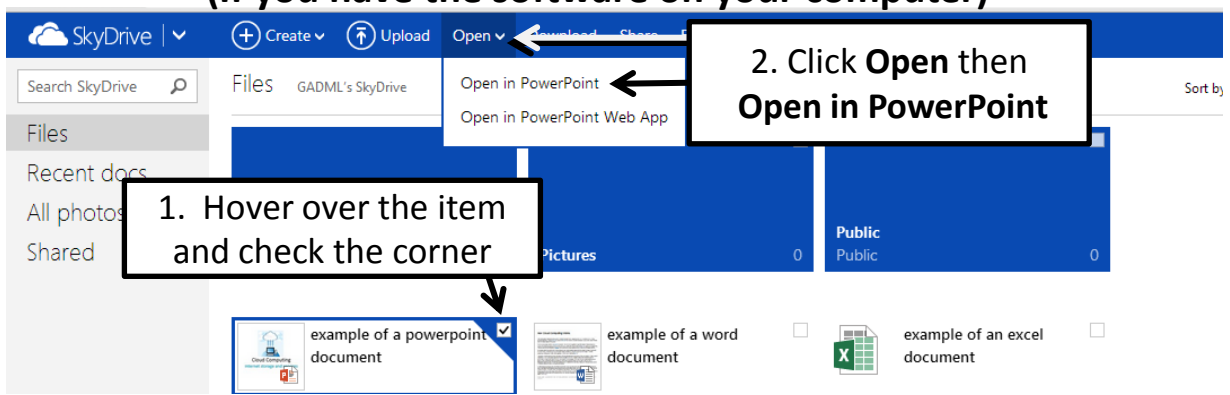
Return to Documents



Create a New Document on the SkyDrive webpage



Open the document in Word, Excel, or PowerPoint (If you have the software on your computer)



Collaborate - You can share your documents with other people to review and edit.

This screenshot shows the SkyDrive web interface. At the top, a navigation bar includes 'Create', 'Upload', 'Open', 'Download', 'Share', 'Embed', 'Manage', and 'Clear selection'. A callout box labeled '2. Click Share' points to the 'Share' button. On the left, a sidebar shows 'Files', 'Recent docs', 'All photos', and 'Shared'. A callout box labeled '1. Hover over the item and check the corner' points to a document icon labeled 'example of a powerpoint document'. A share dialog box is open, showing options to 'Invite people', 'Get a link', 'Shared with', and 'Only me'. The 'Invite people' section is active, showing a text input for 'To' and a 'Share' button. Callout boxes '3. Compose email', '4. Choose user options', and '5. Click Share' point to the 'To' field, the 'Recipients can edit' link, and the 'Share' button respectively.

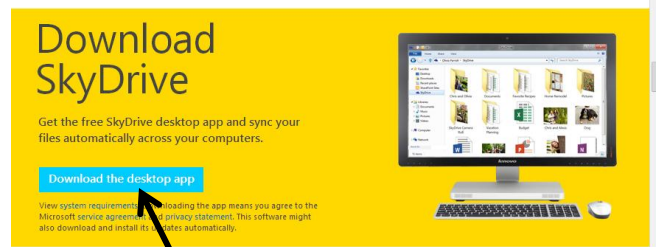
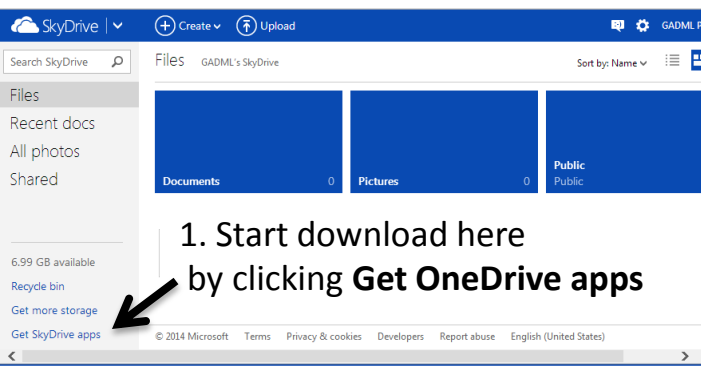
Use comments to communicate – Click document to open In the Viewer:

This screenshot shows the Microsoft Word Web App interface. The top navigation bar includes 'FILE', 'EDIT DOCUMENT', 'PRINT', 'SHARE', 'FIND', and 'COMMENTS'. A callout box labeled '2. Click Comments' points to the 'COMMENTS' tab. The document content shows a section titled 'How Cloud Computing Works' with a highlighted paragraph. A callout box labeled '1. Highlight section you want to comment about' points to this paragraph. On the right, a 'Comments' sidebar is open, showing a 'New Comment' button and a text input field. Callout boxes '3. Click New Comment' and '4. Type message and click Post' point to the 'New Comment' button and the 'Post' button respectively.

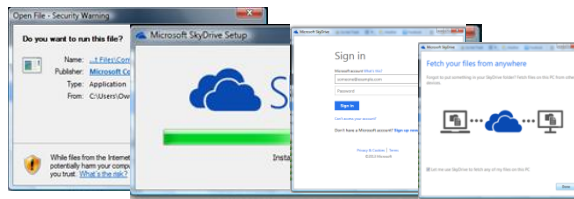
View and Remove the Comment

This screenshot shows the Microsoft Word Web App interface with the 'Comments' sidebar open. The document content shows a section titled 'How Cloud Computing' with a highlighted paragraph. A callout box labeled '1. Click here to open comment' points to the highlighted paragraph. The 'Comments' sidebar shows a comment by 'GADML Patron' with a timestamp of '9:35 AM'. A callout box labeled '2. Choose from the options: Rely, Mark as Done, Delete' points to the action icons (reply, flag, delete) at the bottom of the comment.

Download Drive for your computer (optional)

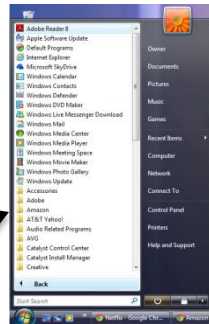


Install the program – You will be asked to log in with your Microsoft account information



Find the drive on your computer – 2 ways to find

1. Click the Start Button, All Programs, then **Microsoft SkyDrive**

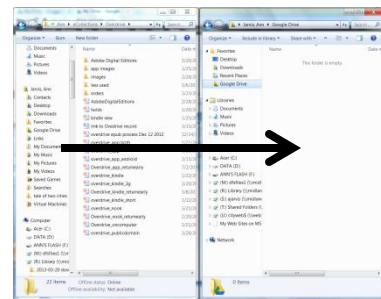


2. Click on taskbar icon

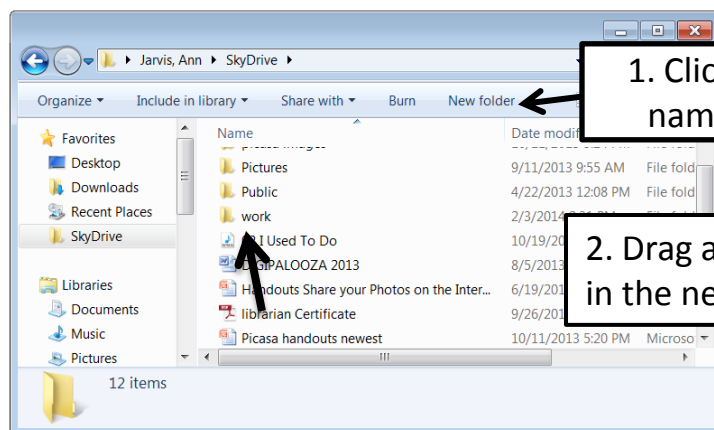


Upload items from your computer

The downloaded software shows up as a folder on your computer, anything you put into the folder will show up on the SkyDrive webpage and devices that have the SkyDrive App installed. Copy and paste from your computer folders to the SkyDrive folder.



Organize the drive On your computer by using Folders



1. Click **New Folder** and name the new folder

2. Drag and Drop files in the new folder



Google Drive:

Store documents and pictures
Edit and create documents

Visit the webpage **drive.google.com**

Google

One account. All of Google.

Sign in to continue to Google Drive

Log in with your Google account

You can create an account here if you don't have one yet.

word

Sign in

Stay signed in Need help?

Create an account

One Google Account for everything Google

Icons for various Google services

Upload files from your computer to the webpage

Google

Drive

CREATE

1. Click here to start

2. Choose individual files or upload whole folders

3. Browse your computer and select the files or folders and click Open

My Drive

Files

Folder...

Connect drive to your desktop

Open

Libraries

Documents

Music

Pictures

Videos

Computer

Acer (C:)

DATA (D:)

All Folders (M:)

Library (UnitDisk...)

Name

Date modified

Type

cloud computing flyer 4 to a page

2/21/2013 11:01 AM

Micros

cloud computing

2/3/2014 2:37 PM

Micros

cloud google forms

3/25/2013 1:56 PM

Micros

cloud handouts Feb 2014

2/3/2014 2:40 PM

Micros

cloud handouts new

2/3/2014 1:25 PM

Micros

example of a powerpoint document

2/3/2014 2:50 PM

Micros

example of a word document

2/3/2014 2:50 PM

Micros

example of an excel document

3/21/2013 3:12 PM

Micros

Google Drive help

10/18/2013 11:53

Micros

nonprofit drive on the web handouts

File name: example of a powerpoint document

All Files

Open

Cancel

Download files from the webpage to your computer

Google

Drive

CREATE

1. Check box in front of the item

2. Click More

3. Click Download

3. Look for downloaded file on your computer

My Drive

TITLE

example of an e

example of a wo

example of a po

Preview

Open with

Share...

Add star

Details and activity

Move to...

Rename...

Manage revisions...

View authorized ap

Make a copy

Download

Prevent viewers from downloading

Remove

OWNER

LAST MODIFIED

me

10:59 am me

me

10:59 am me

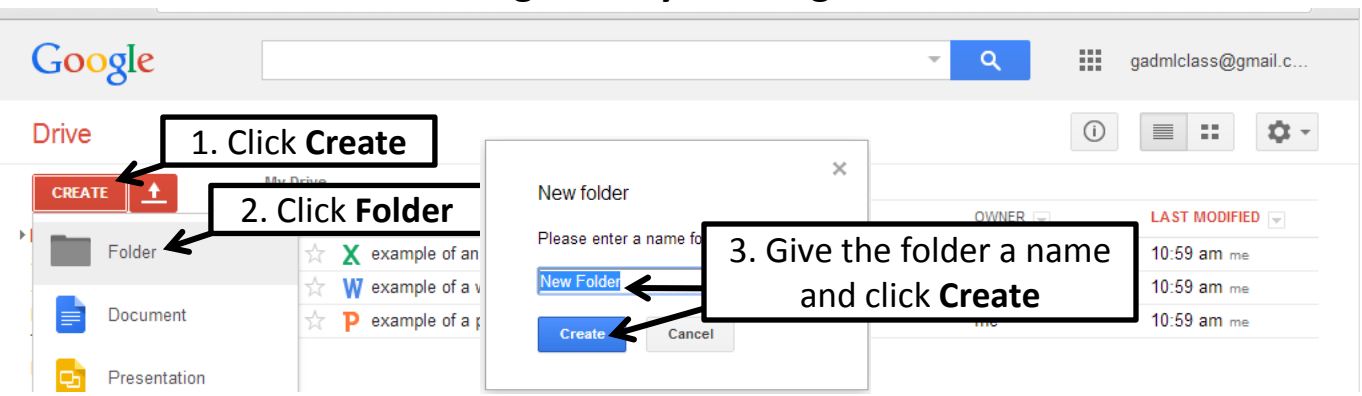
me

10:59 am me

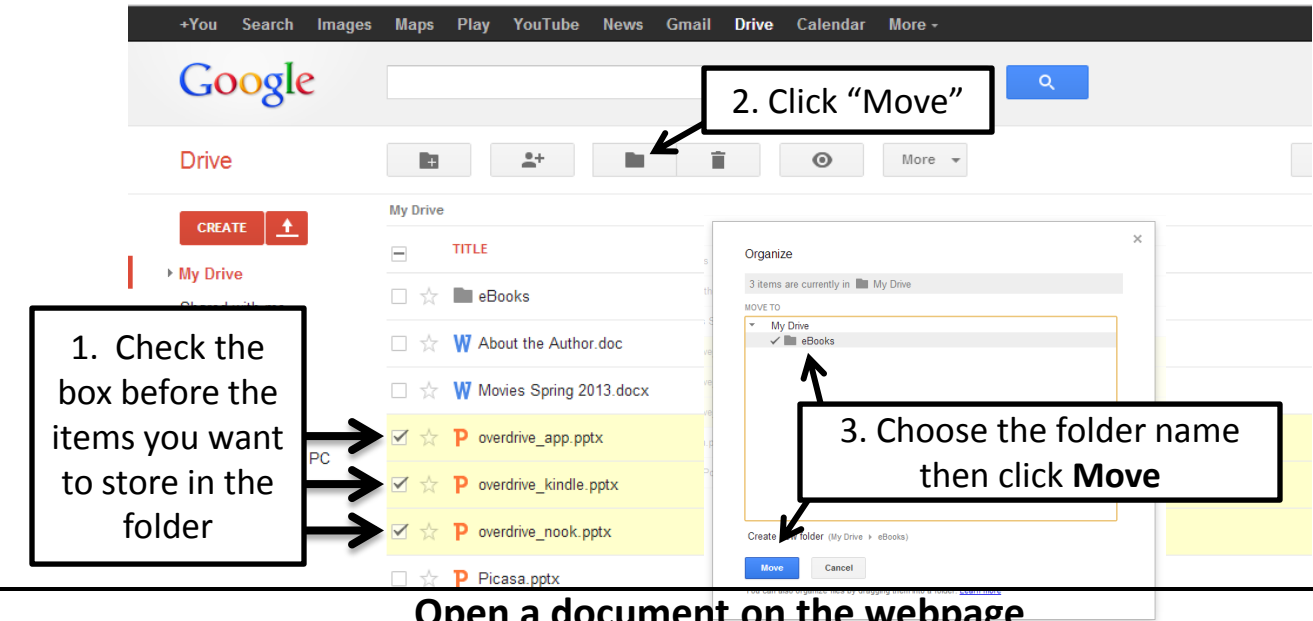
example of apptx

Show all downloads...

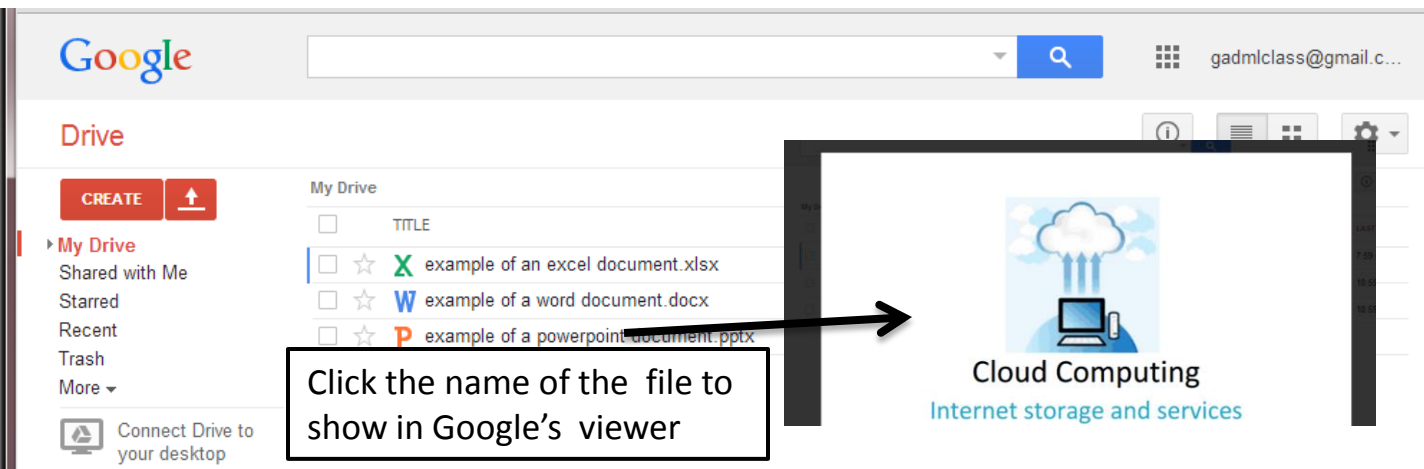
Organize by creating Folders



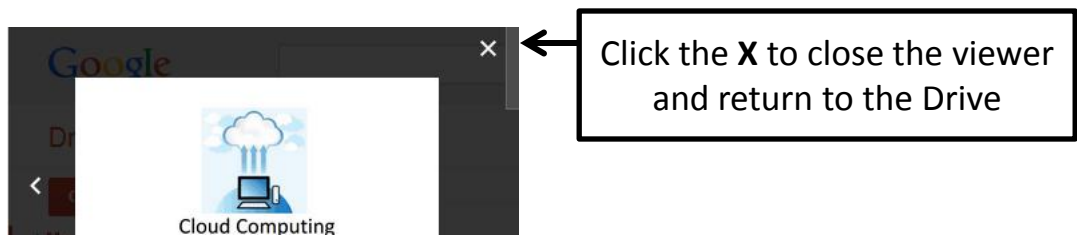
Move files to a folder – Drag and Drop or:



Open a document on the webpage



Return to Documents



Edit the document on the webpage

(Google has a simplified versions of Word, Excel, and PowerPoint)

The screenshot shows the Google Drive web interface. A list of files is visible under 'My Drive'. A callout box labeled '1. Check box in front of item' points to a checkbox next to a file named 'example of a word document'. Another callout box labeled '2. Click More' points to the 'More' button in the top right of the file list. A third callout box labeled '3. Click Open with' points to the 'Open with' option in the dropdown menu that appears after clicking 'More'. A fourth callout box labeled '4. Click Google Docs' points to the 'Google Docs' option in the 'Open with' menu. Below the file list, a preview of the document 'example of a word document' is shown, titled 'How Cloud Computing Works'.

1. Check box in front of item

2. Click More

3. Click Open with

4. Click Google Docs

You will then use a simple editing program that resides on the Internet to make changes. Google will convert the document into it's own file type and will automatically save your changes as you work.

Return to Documents

The screenshot shows the Google Docs editor interface. A callout box labeled 'Click here or tab in the background to return to your documents and folders' points to the hamburger menu icon (three horizontal lines) in the top left corner of the document editor.

Click here or tab in the background to return to your documents and folders

Create a new Document

The screenshot shows the Google Drive 'Create' menu. A callout box labeled '1. Click "Create"' points to the 'CREATE' button. Another callout box labeled 'Choose:' lists the options available in the 'Create' menu: Document for Word, Presentation for PowerPoint, Spreadsheet for Excel, Form for creating forms or surveys, and Drawing for creating drawings.

1. Click "Create"

Choose:
Document for Word
Presentation for PowerPoint
Spreadsheet for Excel
Form for creating forms or surveys
Drawing for creating drawings

Download to convert a Google file to Microsoft Excel, Word ...

This screenshot illustrates the steps to download a file from Google Drive for conversion to a Microsoft format. The interface shows the Google Drive home page with a list of files. A file named "example of a word document" is selected. A context menu is open, showing options like "Open", "Preview", "Open with", "Share...", "Add star", "Details and activity", "Move to...", "Rename...", "View authorized apps...", "Make a copy", and "Download...". The "Download..." option is highlighted. A sub-menu is also visible, showing options to download the file as "Microsoft Excel (.xlsx)", "Open Office Spreadsheet", "PDF", or "Don't download (skip)".

1. Check box in front of item

2. Click **More**

3. Click **Download**

4. Choose file type

5. **Download**

How to email a Google file as Excel, Word ...

This screenshot illustrates the steps to email a file from Google Drive. The interface shows the Google Drive home page with a list of files. A file named "example of a word document" is selected. A context menu is open, showing options like "Open", "Preview", "Open with", "Share...", "Add star", "Details and activity", "Move to...", "Email collaborators...", and "Email as attachment...". The "Email as attachment..." option is highlighted. A sub-menu is also visible, showing options to email the file as "HTML", "PDF", or "Word document".

1. Check box in front of item

2. Click **More**

3. Click **Share**

4. Fill in email options and click **Send**

3. Click **Email as attachment**

Collaborate You can share your documents with other people to review and edit.



Drive



2. Click here



More



1. Check Box before item

My Drive



TITLE



example of a word



example of an exc



example of a word



example of a powe

5. Click Share and Save

Sharing settings

Link to share

<https://docs.google.com/document/d/1YkbE3HaiZ8-H5Z4jBPVTiK2AHR54tGs7ksLh>

Share link via:



Who has access

Anyone who has the link can view

Change...

GADML Class (you) gadmlclass3@gmail...

Is owner

3. Click **Change** beside "Who has access," to choose the privacy setting.

4. Enter the email and what you will allow them to do to the document

Add people:

Can edit

Can edit

Can comment

Can view

☒ Notify people via email - Add message

Share & save

Cancel

Editors will be allowed to add people and change the permissions. [Change]

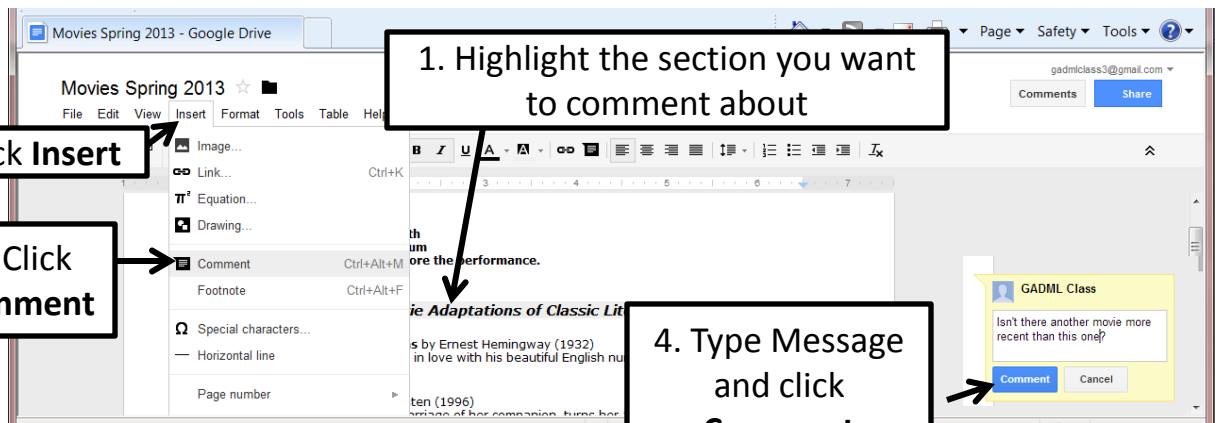
Use comments to communicate – In the Editor:

1. Highlight the section you want to comment about

2. Click Insert

3. Click Comment

4. Type Message and click Comment



View and Remove the Comment

Classic Movies in the Afternoon
Free Admission!
2nd and 4th Tuesday each month
2:00 pm in the Library Auditorium
Doors will open 15 minutes before the performance.

Watch the Classics - Movie Adaptations of Classic Literature

February 12 - **A Farewell to Arms** by Ernest Hemingway
A wounded American soldier falls in love with his beautiful English nurse.

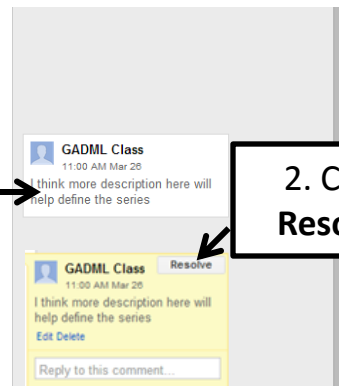
February 26 - **Emma** by Jane Austen (1996)
Emma, having engineered the marriage of her companion, turns her attention toward more matchmaking but with less success. *Gwyneth Paltrow, Jeremy Northam.* (2 hours)

March 12 - **The Picture of Dorian Gray** by Oscar Wilde (1945)
A corrupt young man somehow keeps his youthful beauty, but a special painting gradually reveals his inner ugliness to all. *Angela Lansbury.* (1 hour 50 minutes)

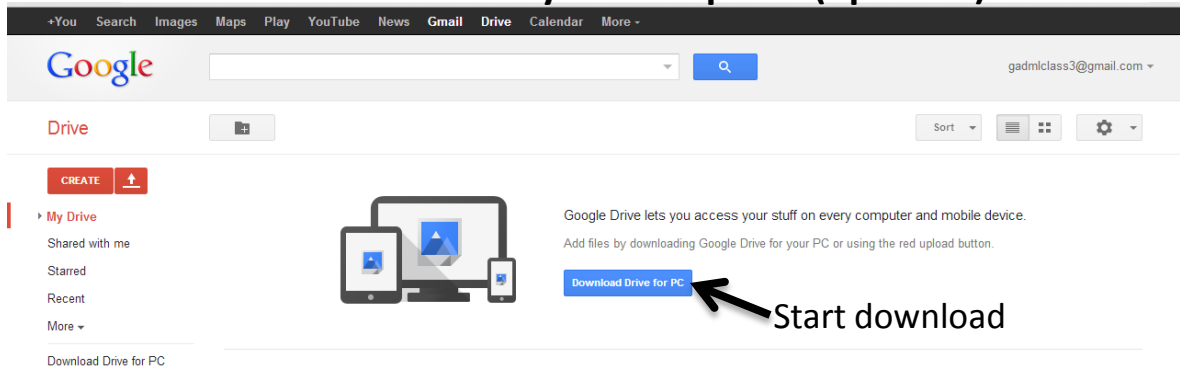
March 26 - **Ivanhoe** by Sir Walter Scott (1952)
A dashing tale of knights and maidens. *Elizabeth Taylor, Robert Taylor.* (1 hour 47 Minutes)

1. Click in Comment

2. Click Resolve



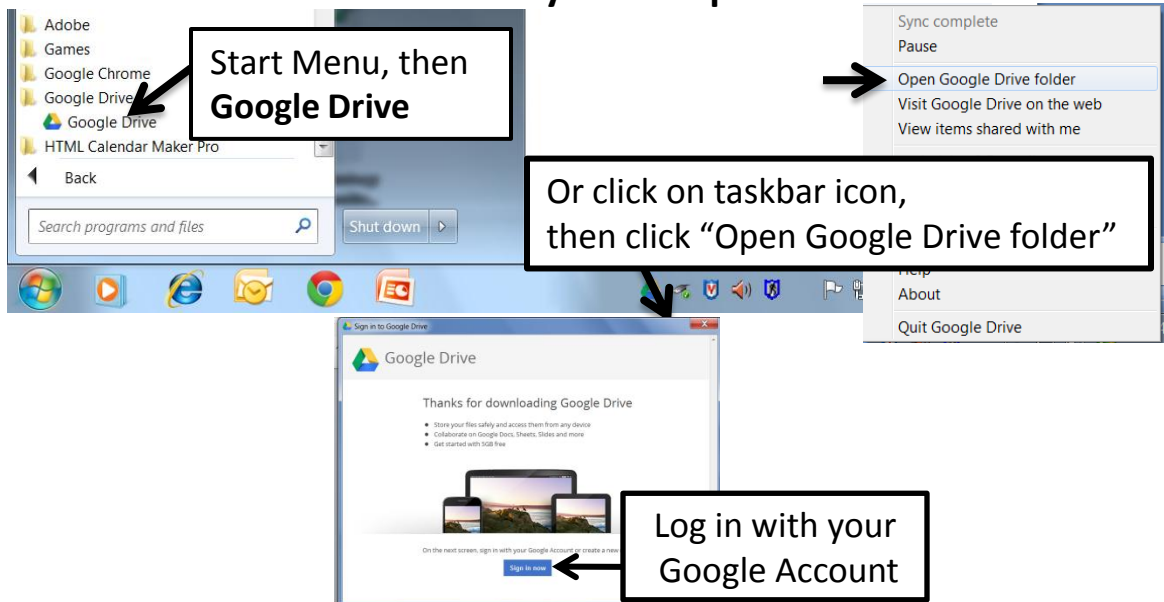
Download Drive for your computer (optional)



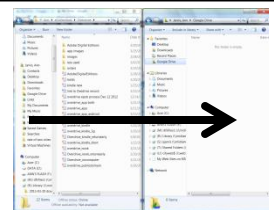
Install the Google program



Find the drive on your computer

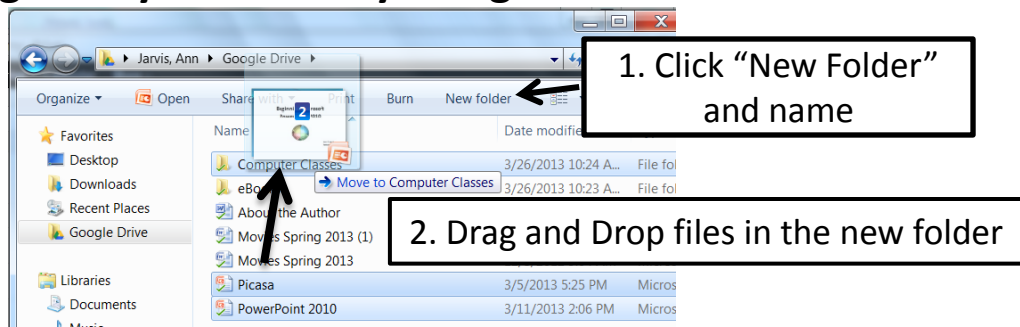


Upload from your computer – The drive shows up as a folder on your computer, anything you put into the folder will show up on the Google Drive webpage and devices that have the Google Drive App installed. Copy and paste from your computer folders to the Google Drive folder.



Organize your drive by using Folders

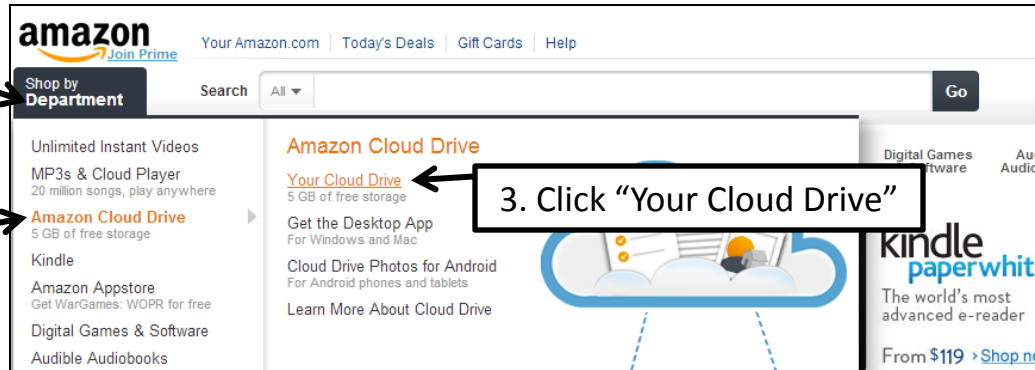
On your computer:
Create a "New Folder"
and drag and drop files
into the new folder.



www.amazon.com – Visit the Amazon drive website, log-in with your Amazon account.

1. Click "Shop by Department"

2. Click "Amazon Cloud Drive"



3. Click "Your Cloud Drive"

4. Click "Continue to your Cloud Drive"

> Continue to your Cloud Drive

Memories at Your Fingertips

Add photos from your phone and tablet to the cloud and enjoy them anytime, anywhere. Get the apps:



Memories at Your Fingertips



Sign In

Use your existing amazon.com account.

My e-mail address is:

Do you have an Amazon.com password?

☐ No, I am a new customer.

☒ Yes, I have a password:

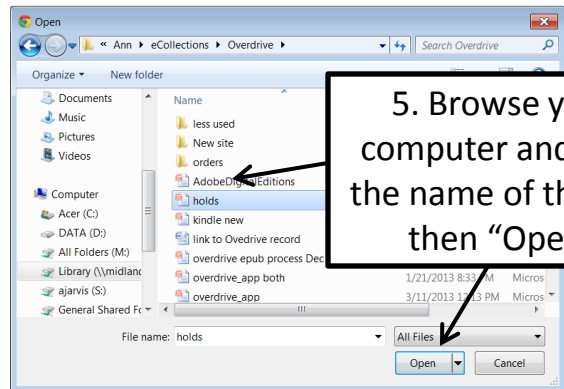
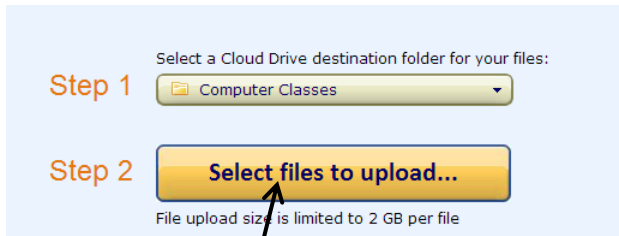
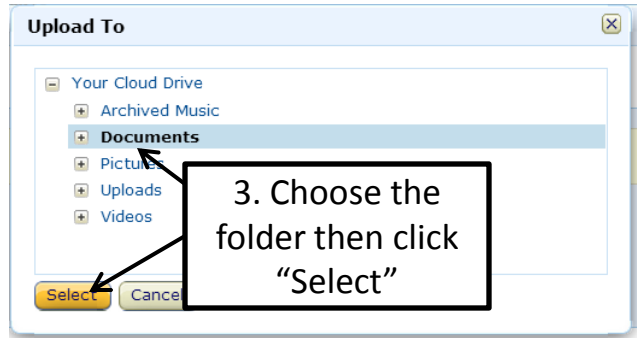
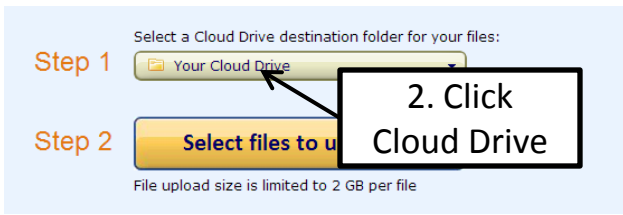
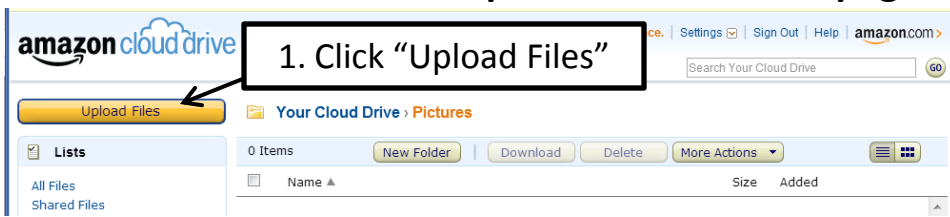
Sign in

5. Sign In with your Amazon account

By signing in you agree to the [Cloud Drive Terms of Use](#).

[Forgot your password?](#)

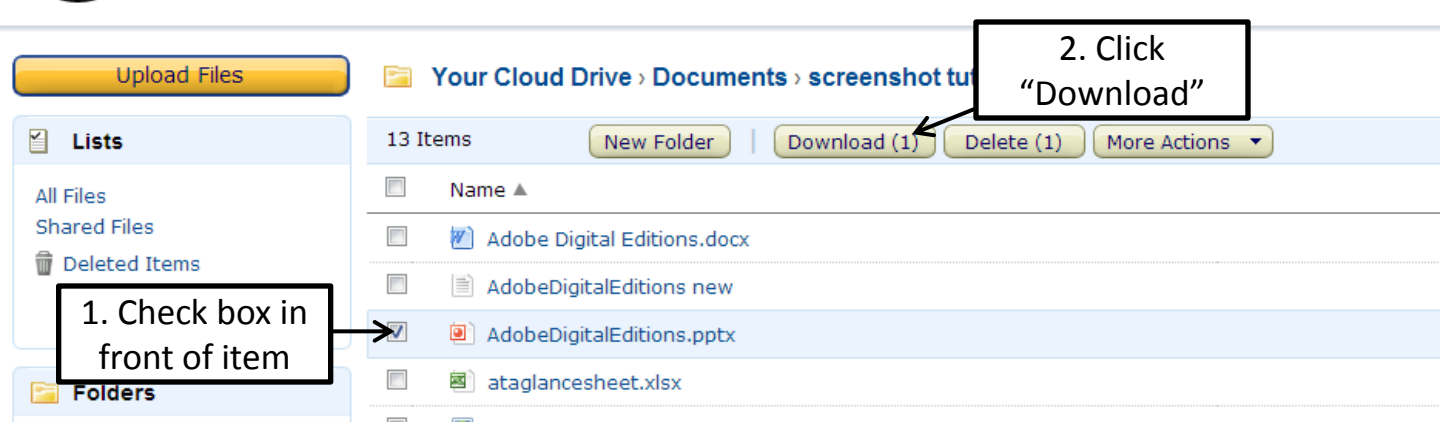
Upload from the webpage



Download from the webpage



Hello, GADML Ref



Organize by creating folders



Hello, GADML R

Upload Files

Your Cloud Drive

Lists

1. Click "New Folder"

New Folder

Download

Delete

More Actions

All Files

Shared Files

Deleted Items

Name

Enter folder name

Save Folder

Cancel

2. Name the new folder and click "Save Folder"

Move file into a folder

Upload Files

1 file uploaded

Your Cloud Drive > Documents > screenshot tutorials > Overdrive

13 Items

New Folder

Download (1)

Delete (1)

More Actions

1. Check box in front of item

3. Click "Move.."

2. Click "More Actions"

Move 1 item to...

Copy 1 item to...

Rename...

Share...

Move 1 item to:

Your Cloud Drive

Archived Music

Documents

Computer Classes

screenshot tutorials

Pictures

Uploads

Videos

Move 1 item

4. Choose the folder then click "Move"

19.1 KB 3/8/2012 10:45 AM

6.5 KB 3/8/2012 10:35 AM

Share items with others to view



Hello, GADML Reference. | Settings | Sign Out | Help | amazon.com

Search Your Cloud Drive

Upload Files

1 file uploaded

Your Cloud Drive > Documents > screenshot tutorials > Overdrive

13 Items

New Folder

Download (1)

Delete (1)

More Actions

1. Check box in front of item

3. Click "Share.."

2. Click "More Actions"

Move 1 item to...

Copy 1 item to...

Rename...

Share...

Share

Downloads program feb 22.pptx

Copy and paste this link:

https://www.amazon.com/cloudrive/share?s=J7wqnnY8Twwl_f4mCvW9k

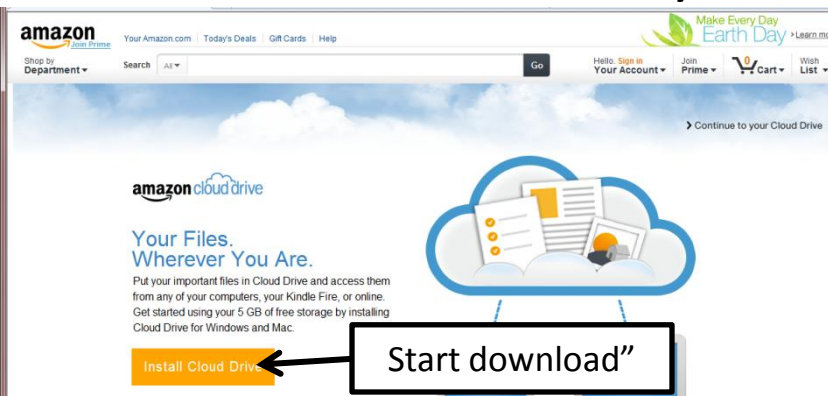
Anyone with this link will be able to view or download your file while it is shared. You can stop sharing your file at any time.

Close

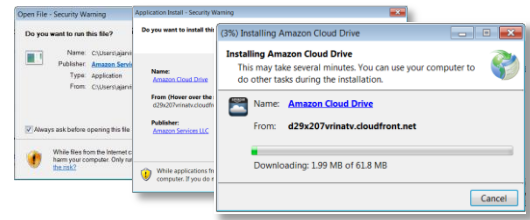
Stop sharing

4. Copy and paste this link in email or other post.

Download drive for your computer (optional)



Install the Amazon Program



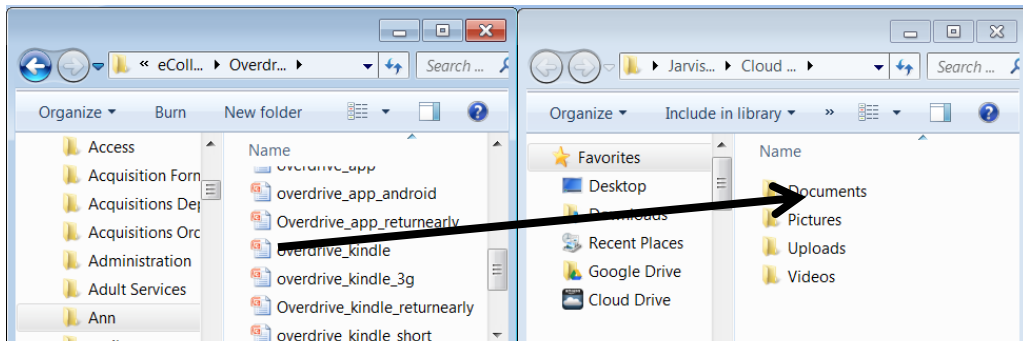
Sign in and launch Cloud Drive



Open Cloud folder by clicking icon on the task tray on your computer



Upload from your computer



Copy and paste from your computer to the Amazon Cloud Drive folder



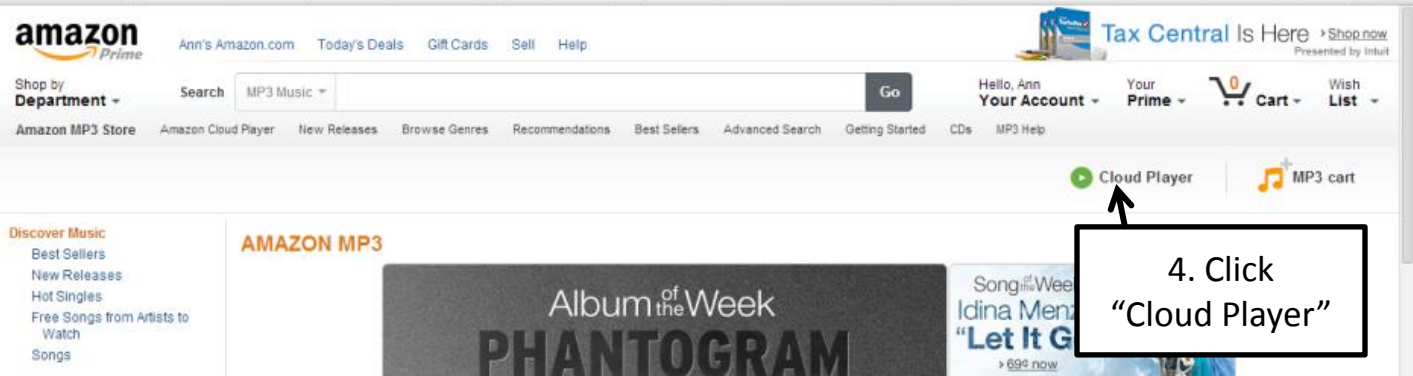
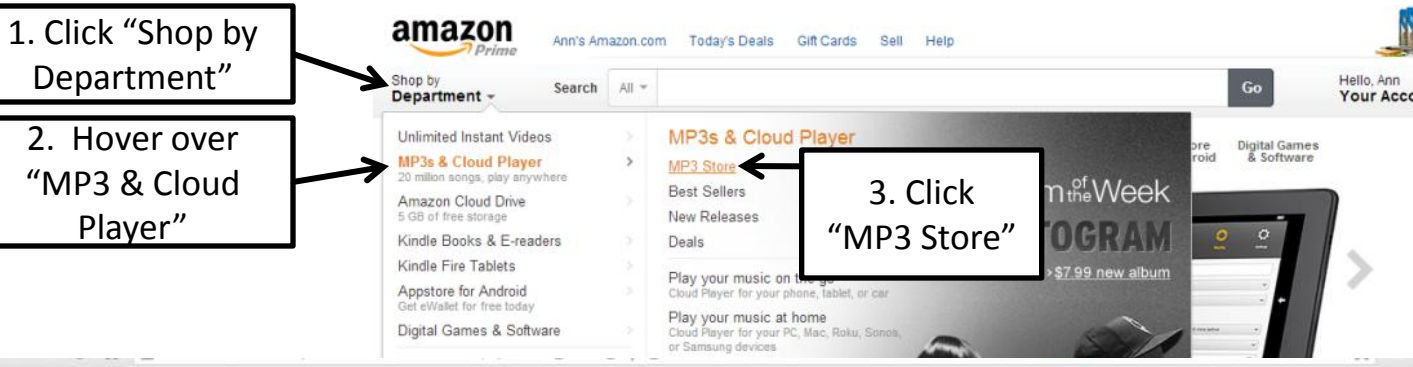
Amazon Music Cloud Player

Visit the webpage **amazon.com**

1. Click "Shop by Department"

2. Hover over "MP3 & Cloud Player"

3. Click "MP3 Store"



Amazon Instant Video Service

Visit the webpage **amazon.com**

1. Click "Shop by Department"

2. Hover over "Unlimited Instant Videos"

3. Click "Amazon Instant Video"

